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# Office of Zoning

FY 2002 Proposed Operating Budget:

\$2,378,480

FY 2002 Proposed Capital Budget:

\$0

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The Office of Zoning provides administrative, professional, and technical assistance to the Zoning Commission and the Board of Zoning Adjustment in the maintenance and regulation of zoning in the District of Columbia.

**The FY 2002 proposed operating budget is \$2,378,480, an increase of \$615,007, or 34.9 percent, over the FY 2001 approved budget.**

## Budget Summary

The proposed FY 2002 operating budget for the Office of Zoning (OZ) is \$2,378,480, an increase of \$615,007, or 34.9 percent, over the FY 2001 approved budget (table BJ0-1). The increase includes Industrial Revenue Bond (IRB) funding of \$582,000 primarily for map computerization. There are 17 full-time employees (FTEs) supported by this budget, an increase of 1 FTE over FY 2001 (table BJ0-2). All funding comes from local sources.

## Strategic Issues

- Streamline zoning procedures to ensure a predictable, efficient, and consistent process.
- Synchronize activities with federal and District agencies.

## FY 2002 Initiatives

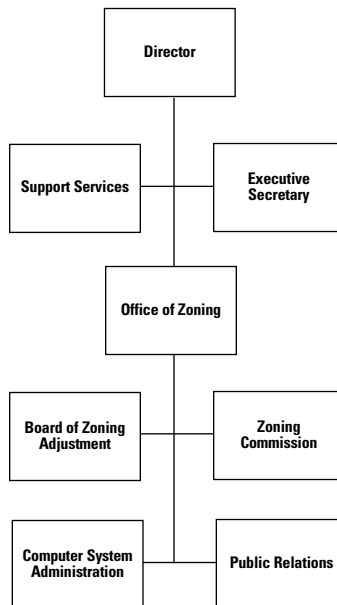
- Expand outreach and educational programs for District residents and businesses, including providing 24-hour access to OZ via website.
- Complete the electronic zoning map.
- Begin document imaging and data conversion in order to provide online access to zoning information.

## Agency Background

The Office of Zoning is the administrative arm of the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA). OZ receives and processes applications for zoning changes or relief from zoning regulations; attends meetings and hearings, and provides follow-up draft decisions; coordinates the zoning process with the Office of Planning (OP) and other District and federal agencies; and maintains and updates zoning regulations (text and map). The office also responds to miscellaneous requests of ZC and BZA members; prepares records for court cases; and handles all administrative matters associated with the daily functioning of the office.

District of Columbia zoning regulations govern land use, density, height, and bulk characteristics of property located within the District's jurisdiction. Any individual or organization seeking to undertake new construction or make major repairs, alterations, or additions to existing buildings is required to file an application with the Department of Consumer and Regulatory Affairs (DCRA). All projects must conform to requirements established by the zoning map and regulations adopted by the

Figure BJ0-1  
**Office of Zoning**



Zoning Commission. If the proposed project conflicts with the zoning map or regulations, the applicant may either modify it to conform to requirements or seek relief from the ZC or the BZA, or both.

## Programs

The Office of Zoning supports building and sustaining healthy neighborhoods by ensuring that cases decided by the Zoning Commission and the Board of Zoning Adjustment adhere to zoning regulations, consider good planning principles, and give “great weight” to the concerns of Advisory Neighborhood Commissions. The office educates District residents and businesses about zoning and attempts to demystify the process. OZ also is intertwining its activities with those of federal and District agencies to promote a more cohesive, functional government. Figure BJ0-1 displays the agency organization.

Due in part to the economic upsurge and general optimism about development in the city, the office caseload has nearly doubled. OZ has been creating understandable zoning processes, increasing its use of state-of-the-art technology, ensuring process consistency, synchronizing activities with other agencies, and conducting community outreach projects.

## Funding Summary

The proposed local budget for FY 2002 is \$2,378,480, an increase of \$615,007 over the FY 2001 approved budget. This increase is the result of a \$226,700 increase in personal services and a \$388,307 increase in nonpersonal services.

Significant increases include the following: Refer to the FY 2002 Operating Appendices (bound separately) for details.

- \$150,000 for a risk management program to protect computer systems and to upgrade and train staff to better implement information technologies.
- \$110,000 for the interactive Zoning Web Site, which will provide 24-hour access to zoning information and processes.
- \$240,000 to begin document imaging and data conversion to provide online access to information about cases before the Zoning Commission and the Board of Zoning Adjustment.
- \$82,000 to upgrade and reclassify positions to improve agency efficiency and to support an additional FTE to enhance compliance review of BZA/ZC decisions.
- \$13,782 increase in utilities, communications, and rent.

Table BJ0-1

**FY 2002 Proposed Operating Budget, by Comptroller Source Group**

(dollars in thousands)

Office of Zoning

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Regular Pay - Cont. Full Time	775	876	1083	207
Regular Pay - Other	91	0	0	0
Additional Gross Pay	42	0	0	0
Fringe Benefits	113	144	164	19
Unknown Payroll Postings	0	0	0	0
<i>Subtotal Personal Services (PS)</i>	<i>1,020</i>	<i>1,020</i>	<i>1,247</i>	<i>227</i>
Supplies and Materials	17	54	56	2
Utilities	1	14	16	2
Communications	13	4	13	9
<b>Rent - Land and Structures</b>	<b>0</b>	<b>15</b>	<b>18</b>	<b>2</b>
Janitorial Services	0	0	9	9
Security Services	0	0	11	11
Other Services and Charges	103	532	846	314
Contractual Services	49	54	92	38
Equipment and Equipment Rental	18	71	71	0
<i>Subtotal Nonpersonal Services (NPS)</i>	<i>202</i>	<i>743</i>	<i>1,132</i>	<i>388</i>
<b>Total Proposed Operating Budget</b>	<b>1,222</b>	<b>1,763</b>	<b>2,378</b>	<b>615</b>

Table BJ0-2

**FY 2002 Full-Time Equivalent Employment Levels**Office of Zoning

	Actual FY 2000	Approved FY 2001	Proposed FY 2002	Change from FY 2001
Continuing full time	15	16	17	1
Term full time	1	0	0	0
<b>Total FTEs</b>	<b>16</b>	<b>16</b>	<b>17</b>	<b>1</b>

The Office of Zoning receives 100 percent of its funding from local sources. There are 17 FTEs supported by this budget, an increase of 1 FTE over FY 2001.

**Trend Data**

Table BJ0-3 and figure BJ0-2 show expenditure and employment histories for FY 1998-FY 2002.

**Agency Goals and Performance Measures**

**Goal 1. Create a convenient, easy-to-use, and understandable zoning process.**

*Citywide Strategic Priority Areas:* Promoting economic development; Making government work

*Manager:* Jerrily R. Kress, FAIA

*Supervisor:* Jerrily R. Kress, FAIA

Table BJ0-3

**FY 2002 Proposed Operating Budget, by Revenue Type**

(dollars in thousands)

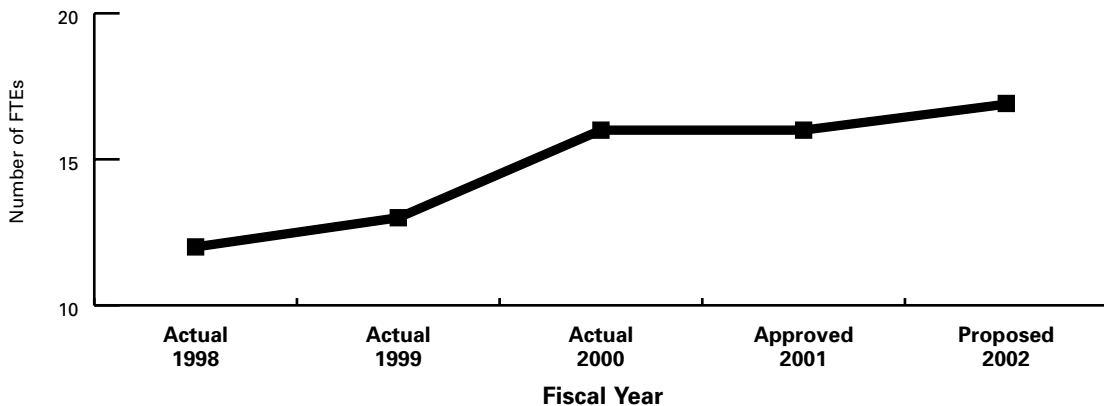
Office of Zoning

	Actual FY 1998	Actual FY 1999	Actual FY 2000	Approved FY 2001	Proposed FY 2002
Local	435	400	1,222	1,763	2,378
Federal	0	595	0	0	0
Other	277	453	0	0	0
<b>Gross Funds</b>	<b>712</b>	<b>1,449</b>	<b>1,222</b>	<b>1,763</b>	<b>2,378</b>

Figure BJ0-2

**BJ0 Employment Levels, FY 1998–Proposed FY 2002**

(gross FTEs)

**Performance Measure 1.1: Percentage of total planned Web site completed to allow 24-hour access to the Office of Zoning**

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	NA	10	25	35	50
Actual	NA	10	—	—	—

**Performance Measure 1.2: Percentage of interactive features on Web site finished**

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	NA	NA	NA	35	60
Actual	NA	NA	—	—	—

**Goal 2. Revolutionize service delivery through the use of technology.**

*Citywide Strategic Priority Areas:* Promoting economic development; Making government work

*Manager:* Nyambi A. Nyambi, AICP

*Supervisor:* Jerrily R. Kress, FAIA

**Performance Measure 2.1: Percentage of electronic zoning map complete**

	Fiscal Year				
	1999	2000	2001	2002	2003
Target	NA	30	90	100	100
Actual	NA	30	—	—	—

**Performance Measure 2.2: Percentage of electronic reading room complete**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	0	30	40	50
Actual	NA	25	—	—	—

**Performance Measure 2.3: Percentage of documents scanned for electronic storage**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	5	8	20	20
Actual	NA	5	—	—	—

**Goal 3. Streamline zoning procedures to ensure a predictable, efficient, and consistent process.**

*Citywide Strategic Priority Areas:* Building and sustaining healthy neighborhoods; Promoting economic development; Making government work

*Manager:* Sheri M. Pruitt; Alberto Bastida, AICP

*Supervisor:* Jerrily R. Kress, FAIA

**Performance Measure 3.1: Number of BZA/ZC applications filed**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	160	190	200	210
Actual	118	181	—	—	—

**Performance Measure 3.2: Number of BZA/ZC applications processed**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	140	190	200	210
Actual	116	188	—	—	—

**Performance Measure 3.3: Percentage of zoning regulations modernized**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	NA	30	70	100
Actual	NA	NA	—	—	—

**Goal 4. Synchronize activities with federal and District agencies.**

*Citywide Strategic Priority Areas:* Promoting economic development; Making government work; Unity of purpose and democracy

*Manager:* Jerrily R. Kress, FAIA; Nyambi A.

Nyambi, AICP

*Supervisor:* Jerrily R. Kress, FAIA

**Performance Measure 4.1: Percentage of the Office of Zoning's processes that are intertwined and coordinated with other federal and District agencies including citywide Mapping**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	10	40	60	80
Actual	NA	20	—	—	—

**Performance Measure 4.2: Percent of Hansen System implemented, which will allow the agency to electronically share and retrieve information from other District agencies**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	10	60	80	100
Actual	NA	20	—	—	—

**Goal 5. Create an expansive outreach and educational program for District residents and business.**

*Citywide Strategic Priority Areas:* Promoting economic development; Making government work; Unity of purpose and democracy

*Manager:* Jerrily R. Kress, FAIA

*Supervisor:* Jerrily R. Kress, FAIA

**Performance Measure 5.1: Number of community outreach seminars conducted**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	3	8	10	10
Actual	NA	8	—	—	—

**Performance Measure 5.2: Number of responses to online zoning inquiries**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	NA	120	250	300
Actual	NA	50	—	—	—

**Performance Measure 5.3: Number of times the informational video library, including in-house cassettes and online access, is used**

	1999	2000	Fiscal Year 2001	2002	2003
Target	NA	NA	NA	100	200
Actual	NA	NA	—	—	—